

UNITED STATES MARINE CORPS  
Marine Corps Air Bases Western Area  
El Toro (Santa Ana), California 92209-5001

ABO 5360.1E  
11A/90  
15 Mar 91

AIR BASES ORDER 5360.1E

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

Ref: (a) StaO 3040.2D  
(b) COMELEVENINST 5360.4H (NOTAL)  
(c) MCO P3040.4C  
(d) MCO P10120.28E  
(e) NAVMEDCOMINST 5360.1 (NOTAL)

Encl: (1) Death Notification Message

1. Purpose. To establish local procedures for handling decedent affairs matters.

2. Cancellation. ABO 5360.1D.

3. Information

a. Decedent affairs are not entirely a Medical Department responsibility. Certain facets, such as search, are the responsibility of other departments such as the Operations Department. Notification of the Secretary of the Navy, other interested commands, the next of kin (NOK) and, at times, identification of the remains are always the responsibility of the cognizant command. These are accomplished per references (a) through (d). Naval Hospital, Long Beach; Branch Medical Clinic, El Toro; Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms; Naval Hospital, Camp Pendleton and Marine Corps Air Station (MCAS) Yuma have been designated, by reference (b), to serve as contract activities for the care of the dead. The Medical Department's responsibilities are, in general: notification of the deceased's command; arrangement for embalming, dressing, cosmeticizing; encasement and inspection of the remains; and, shipment to a place designated by the NOK. To facilitate the accomplishment of these responsibilities, medical administrative officers have been designated as decedent affairs officers. Further, a decedent affairs desk and watch have been established to accomplish necessary work after normal working hours.

b. For the purpose of this Order, the following definitions will apply:

(1) Commanding Officer. The commanding officer of a Navy or Marine Corps unit.

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(2) Casualties. Those individuals declared dead or missing.

(3) Cognizant Command. The unit to which the casualty is assigned. When the casualty occurs outside those boundaries, MCAS El Toro, MCAGCC Twentynine Palms, Naval Hospital Camp Pendleton and MCAS Yuma shall assume cognizance of and take appropriate decedent affairs action in those cases occurring within the boundaries covered by their care-of-the-dead contract.

(4) Decedent Affairs. This includes all matters concerned with the recovery, identification, care and disposition of remains of deceased persons for whom the Navy is responsible as defined in Chapter 2-2 of reference (e).

#### 4. Action

a. The delineation of casualty and decedent affairs notifications and follow-up action is not clearly understood in all cases. In most instances, the Medical Department (Decedent Affairs Office) is the first to become aware of a casualty (death) which comes under the cognizance of the local coroner. In such cases, dissemination of all available information, to those local officials who must take immediate action, and a request for further information is initiated by the Decedent Affairs Office in the format shown in the enclosure. In all cases of death where there is any likelihood that decedent affairs assistance will be needed, the station/wing Casualty Assistance Officer (CAO) or station/wing Officer of the Day (OD) must be informed immediately.

(1) During regular working hours, any person having knowledge of a death will notify the station/wing CAO.

(2) After regular working hours, the information will be immediately passed to the station/wing OD and other cognizant officials to include, but not necessarily limited to, the following:

- (a) Station/Naval Hospital Branch Medical Clinic.
- (b) Commanding Officer of the deceased.
- (c) Station Chaplain.

b. Notification and Action by Cognizant Command. When a member of the uniformed services dies away from the member's command and official cognizance is taken by one of the activities set forth in paragraph 4 above, or decedent affairs services are provided under the direction of the Station Decedent Affairs Officer, local notification shall include those who need to know as delineated in paragraph 4a above. The Station CAO will take all necessary action related to personnel matters, and the Station Decedent Affairs Officer will take appropriate decedent affairs action.

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c. Notification of the Station Decedent Affairs Officer. In addition to the casualty notification list in reference (a), the decedent's commanding officer shall provide the Station Decedent Affairs Officer, by the most expeditious means possible, a copy of all outgoing casualty messages prepared, as well as a copy of all incoming messages. The original copy of the Western Union message from the NOK, advising the disposition of the decedent, shall be expeditiously delivered to the Decedent Affairs Officer.

d. Information from the Service Record. The officer having official custody of the decedent's service record will review the record and complete the Casualty Notification (MCASET 5360/3 (Rev 7-66)) or similar form in triplicate. The original shall be delivered immediately to the Decedent Affairs Officer (after regular working hours, deliver to the Medical Department Duty Officer). One copy will also be delivered to the CAO of the next senior command (i.e., 3d Marine Aircraft Wing (MAW) or station), and a third copy will be retained by the originator. These forms are available from the Decedent Affairs Office Naval Hospital, Long Beach and Branch Medical Clinic, MCAS El Toro, Building 439.

e. Decedent Affairs Support. The commanding officer of the decedent will provide the Decedent Affairs Officer support in the following areas:

(1) Identification. When necessary, designate a member of the command, who personally knows the deceased, to assist in proper identification.

(2) Burial Uniform. Provide a complete uniform for Marine Corps personnel per reference (d) to include:

(a) Blue dress uniform or service uniform (only when the Blue dress uniform cannot be obtained), with appropriate grade insignia, which has been pressed and which would meet personnel inspection standards.

(b) Insignia.

(c) Underclothing and socks.

(d) Shirt.

(e) Ribbons (or medals if requested, and provided, by the NOK).

(f) Cover.

(g) In the event suitable clothing is not available, items of uniform required shall be requisitioned from the appropriate cash sales clothing facility per the instructions contained in reference (d).

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(3) Escort for Deceased. Escorts will be assigned and provided as outlined in Chapter 10 of reference (e) for all decedents for whom station decedent affairs is responsible.

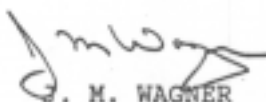
(4) Disposition of Personal Effects. Personal effects of decedents, which are coroner cases, are usually retained by the Coroner's Office and may be released to the investigating officer or other officer designated in writing by the commanding officer. All personal effects not actually on the remains at the time of shipment to the NOK shall be disposed of per the provisions of reference (d).

f. Deaths of Members of Station, or Tenant Commands Occurring Outside the Vicinity of Station. When information is received that a member on active duty or active duty for training of any station or tenant command has been declared dead or missing and the health/dental records are maintained by the station medical/dental departments, the following procedures shall be followed:

(1) The dental officer will close out the dental records and deliver them to the station medical officer.

(2) The medical officer will close out the health record and forward both the health and dental records to the decedent's commanding officer, prepare the required death certificate, and/or other forms or reports required by Navy Medical Command or the cognizant regional office of medical affairs.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officers, Marine Aircraft Group 46, Combat Service Support Detachment 14 and Naval Hospital Long Beach concur in the provisions of this Order.

  
G. M. WAGNER  
Chief of Staff

DISTRIBUTION: MCABWA: A less 1BE, 1BH  
                  plus 1LA (5)  
                  3d MAW: LIST 1  
                  MAG-46: A  
                  CSSD-14: A

Copy to: CONAVHOSPLBEACH (5) //105//

ABO 5360.1E  
15 Mar 91

DEATH NOTIFICATION MESSAGE

FROM CG MCAS EL TORO CA//MED/G-1//

TO (COMMAND CONCERNED)//S-1//

INFO SECNAV WASHINGTON DC//JJJ//

CMC WASHINGTON DC//MPH-10// (If Marine personnel or  
if death occurs on Marine Corps Base)

COMNAVMILPERSCOM WASHINGTON DC//642// (If Navy  
personnel)

BUMED WASHINGTON DC//332//

CG FMFPAC//ADJ//

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//  
AFIP-CME//

COMNAVBASE SAN DIEGO CA//JJJ//

TWELFTH MCD TREASURE ISLAND CA//CAS//

MEDDEN AFFAIRS GREAT LAKES IL//02//

NAVHOSP LONG BEACH CA//105//

UNCLAS //NO5360//

SUBJ PERSONNEL CASUALTY REPORT (DEATH)

MSGID/GENADMIN//

REF/A/MCO P3040.4C//

REF/B/NAVMED COMINST 5360.1//

NARR//

RMKS/1. CPL JOHN DOE SMITH 289 62 3104 USMC (POSSIBLE MBR OF YOUR  
COMMAND DIED OF) OR (DIED FROM) INJURES SUSTAINED IN (GIVE BRIEF  
CIRCUMSTANCES) ON (DATE).

2. REMAINS LOCATED AT (NAME AND ADDRESS OF CORONER OR OTHER LOCATION  
OF REMAINS.)

ENCLOSURE (1)

ABO 5360.1E

15 Mar 91

3. REQ YOU ASSUME COG PER REF A. REQ NOK/OR CACO WIRE THIS CMD ASAP. ACCEPTANCE OF NAVY CONTRACT SERVICES AND DESIRES FOR DISPOSITION OF REMAINS.
4. REQ S-1 PROVIDE DATA FROM SRB TO DECEDENT AFFAIRS STAFF FOR COMPLETION CIVIL DEATH CERTIFICATE WHEN REQUESTED.
5. THIS ACTIVITY ASSUMES COG FOR PREPARATION, ENCASEMENT, INSPECTION AND TRANSPORTATION OF REMAINS. FWD COMPLETE BLUE DRESS UNIFORM W/RIBBONS (CLEANED AND PRESSED) TO DECEDENT AFFAIRS OFFICE THIS ACTIVITY ASAP.
6. REQ YOU PROVIDE NAME, GRADE, SSN OF MIL ESCORT. DO NOT SEND ESCORT TAD TO THIS ACTIVITY UNTIL REQUESTED.
7. REQ THIS ACTIVITY BE MADE INFO ADDEE ALL MSG TRAFFIC THIS CASE.
8. POC:

ENCLOSURE (1)

UNITED STATES MARINE CORPS  
Marine Corps Air Bases Western Area  
El Toro (Santa Ana), California 92709-5001

ABO 5360.1E Ch 1

1LA/110

10 Apr 92

AIR BASES ORDER 5360.1E Ch 1

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

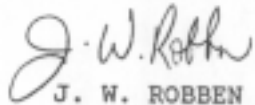
1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In the "DISTRIBUTION:" section of the basic Order, change to read the same as the corresponding section of this Change.

b. In enclosure (1), page 1, last line of the INFO section, change to read "NAVHOSP CAMPEN CA//01F//" vice "NAVHOSP LONG BEACH CA//105//."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
J. W. ROBBEN  
Chief of Staff

DISTRIBUTION: MCABWA: A less 1BE, 1BH, 1FA

Copy to: 3d MAW: LIST 1  
plus 1XA, 1LA (5)  
NAVHOSP CAMPEN CA//01F// (5)



# UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
PO BOX 95001  
SANTA ANA CA 92709-5001

IN REPLY REFER TO:

ABO 5360.1E Ch 2

1LA/110

4 May 93

## AIR BASES ORDER 5360.1E Ch 2

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. In enclosure (1), page 1:
    - (1) On line 6 change "COMNAVMIIPERSCOM" to read "BUPERS."
    - (2) On line 20 omit the space between "NAVMED" and "COMINST."
  - b. In the "DISTRIBUTION:" and "Copy to:" sections of the basic Order, change to read the same as the corresponding sections of this Change.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

*J. W. Robben*  
J. W. ROBBEN  
Chief of Staff

DISTRIBUTION: SP: 1BE, SM, 1LA, 1MA, 1VA, 1XA, 1YA, 2AA, 3AA, 4AA,  
RA

Copy to: 3d MAW: LIST 1 A-1, C-1, C-5, C-11  
2  
1LA (5), NAVHOSP CAMPEN CA//01F// (5)





UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
PO BOX 88081  
SANTA ANA CA 92708-5001

ABO 5360.1E Ch 3  
11A

SEP 12 1994

AIR BASES ORDER 5360.1E Ch 3

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, paragraph 3a, lines 7 and 8, change "Naval Hospital, Long Beach" to read "Naval Medical Clinic Command, Long Beach."

b. On page 1, paragraph 3a, line 17, after the word "officers" insert "and/or a qualified E-7/E-9 Hospital Corpsman."


c. On page 1, paragraph 3a, delete lines 18 and 19.

d. On page 2, paragraph 4a(2)(a), delete "/Naval Hospital."

e. On page 3, paragraph 4d, delete the last sentence.

f. On page 4, paragraph 5, third line, change "Long Beach" to read "Camp Pendleton."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
JOHN R. DENNIS  
By direction

DISTRIBUTION: SP: 1BE, SM, 11A, 1MA, 1VA, 1XA, 1YA, 2AA, 3AA, 4AA  
RA

Copy to: 3d MAW: LIST 1 A-1, C-1, C-5, C-11

2

11A (5), NAVHOSP CAMPEN CA//O1F// (5)



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
PO BOX 99001  
SANTA ANA CA 92709-0001

IN REPLY REFER TO:

ABO 5360.1E Ch 4  
1LA

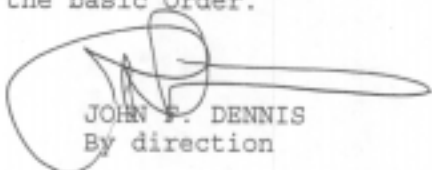
21 Mar 96

AIR BASES ORDER 5360.1E Ch 4

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

1. Purpose. To direct pen changes to the basic Order.
2. Action.
  - a. On page 1, in the reference section, change "(d)" to read "MCO P10120.28F".
  - b. Renumber "ABO 5360.1E Ch 1" to "6".
  - c. Renumber "ABO 5360.1E Ch 2" to "8".
  - d. Renumber "ABO 5360.1E Ch 3" to "10".
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
JOHN S. DENNIS  
By direction

DISTRIBUTION: SP: 1BE, SM, 1LA, 1MA, 1VA, 1XA, 1YA, 2AA, 3AA, 4AA  
RA

Copy to: 3d MAW: LIST 1 A-1, C-1, C-5, C-11  
2  
1LA (5), NAVHOSP CAMPEN CA//O1F// (5)



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO

PO BOX 95061

SANTA ANA CA 92709-0061

ABO 5360.1E Ch 5

1LA/90

14 MAY 97

AIR BASES ORDER 5360.1E Ch 5

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR DECEDENT AFFAIRS

Ref: (a) StaO 3040.2D  
(b) COMELEVENINST 5360.4H (NOTAL)  
(c) MCO P3040.4D  
(d) MCO P10120.28F  
(e) NAVMEDCOMINST 5360.1 (NOTAL)

1. Purpose. To direct pen changes to the basic Order.

2. Action

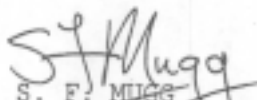
a. In the "Ref:" section, change (c) to read "(c) MCO P3040.4D"

b. On page 1, paragraph 3a, lines 7 and 8, delete "Naval Medical Clinics Command Long Beach".

c. On page 1, paragraph 3a, line 17, change "and/or a qualified E-7/E-9 Hospital Corpsman" to "or Senior Enlisted Hospital Corpsman (E-7 thru E-9)...".

d. On page 2, paragraph 4a(2) (a), change "Station Branch Medical Clinic" to "Naval Hospital/Station Branch Medical Clinic".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
S. F. MUGG  
Chief of Staff

DISTRIBUTION: SP: 1BE, SM 1LA, 1MA, 1VA, 1XA, 1YA, 2AA, 3AA, 4AA, RA

Copy to: 3d MAW: LIST 1 A-1, C-1, C-5, C-11  
1LA (5), NAVHOSP CAMPEN CA//01F// (5)